

Users Guide **PS&E Support**



CONTRACT PROVISIONS

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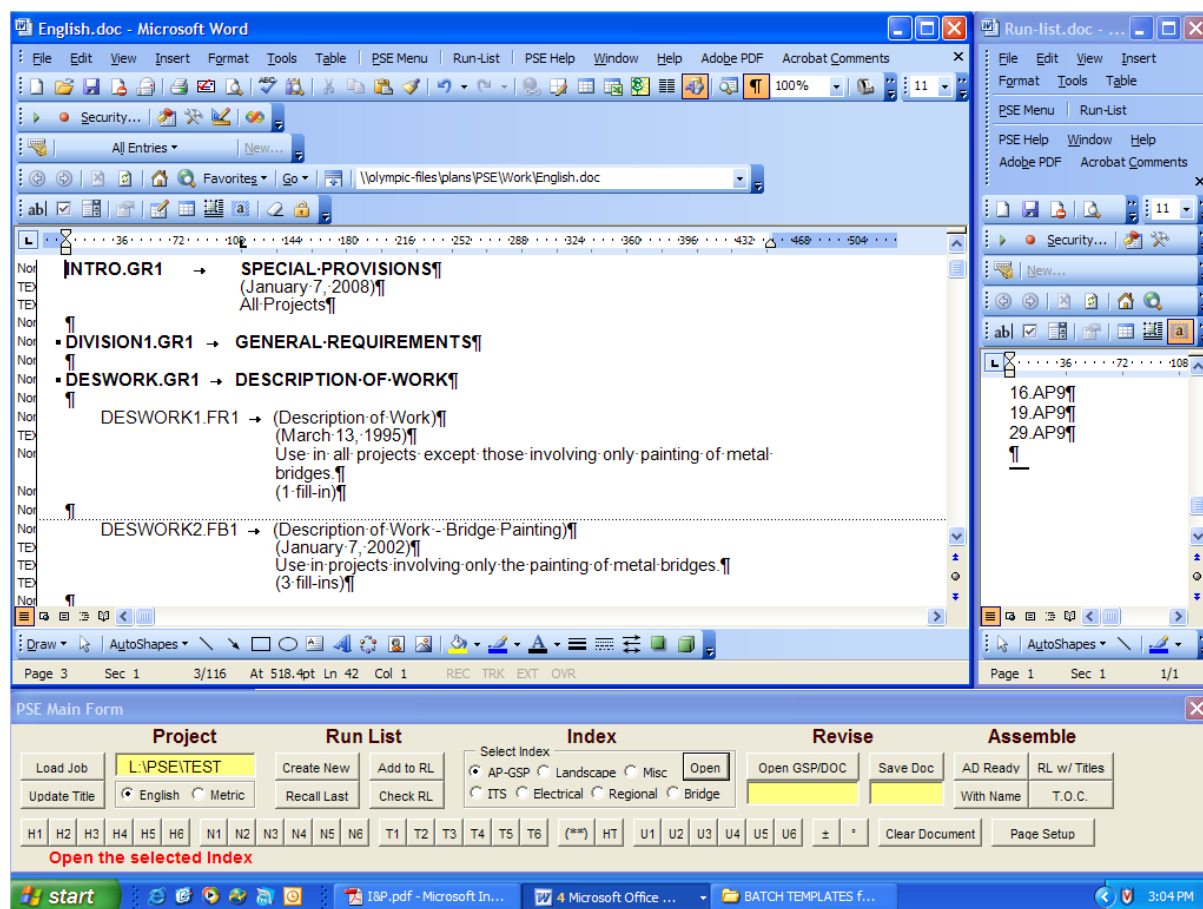
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Overview of PS&E Word Program

The PS&E Word program was developed to assist Washington State Department of Transportation Designers in creating contract provisions. The basic text processing software has been enhanced with Visual Basic for Applications to increase efficiency for preparing the Contract Provisions in the prescribed format, file management and transmittal. The program allows users to easily format and assemble contract's following Washington State's guidelines. All external users such as Cities, Counties, and Consultants should contact the Strategic Analysis and Estimating Office (S.A.E.O.) for a copy of the program and directions on installation. Questions or suggestions for modification should be addressed to the S.A.E.O., (360) 705-7456.

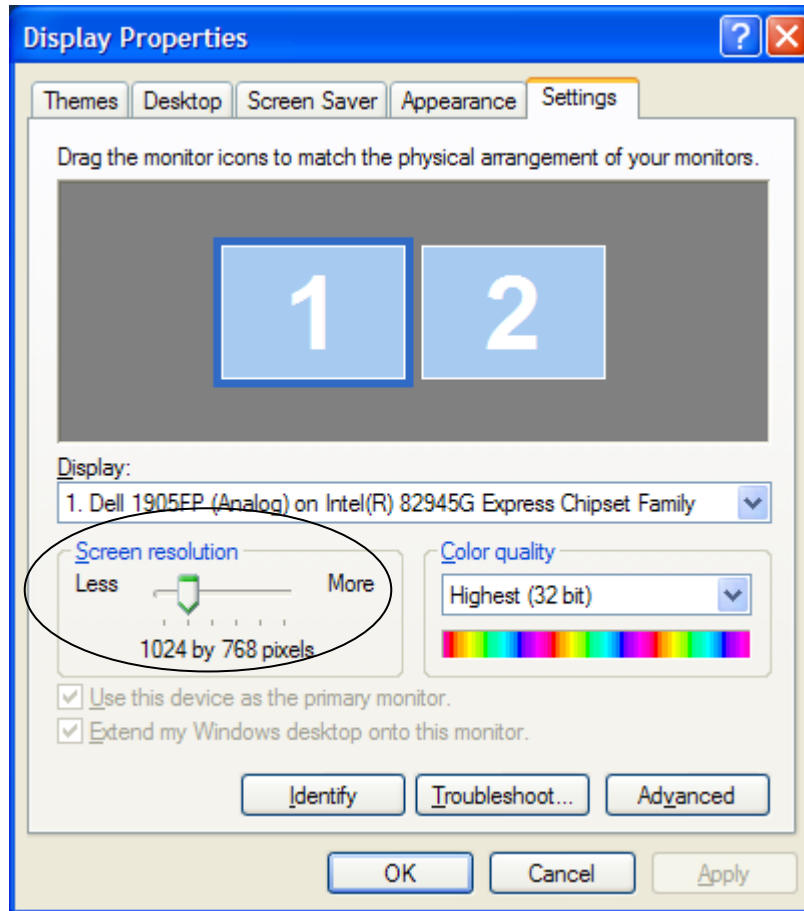
Understanding the Program

This program is a Word program with a user form attached to the bottom of a normal Word window. In the user form are multiple buttons available for use. These buttons are programmed using Visual Basic for Applications (VBA). When you start working on a project you will create a **run-list**. The run-list is a word document used to hold all of the document names you want to be included in your Contract. The program assembles these documents in the order that you place them in the run-list. Essentially, you will have two windows open in addition to the user form at the bottom of your screen.



Getting Started

Close all word documents. Then, you need to check your desktop settings to adjust the screen resolution. To do this, right click on your desktop, left click on properties. Select the "Settings" tab and adjust the Screen are pixels to be 1024 by 768. Select "OK" to activate.



Second, you need to create a shortcut on your desktop. External users will already have a shortcut on their desktop if they download the program off of the internet. Internal WSDOT users need to create a shortcut from the W: drive. To do this, right click on the Start button, left click on explore. Locate the W: drive and click on it. Select DOTAPPS/PSE/Template2003. Find the .bat file for your region and right click and drag to your desktop. When you release your mouse it will give you an option to "Create Shortcut Here." This is the one you will select and this will create a shortcut on your desktop that you will use to activate the program.

Section 1:

New Projects

Objectives

By the end of this section, you will be able to:

- Start and navigate through the program
- Create a new Project
- Revise a Project Title
- Recall a Project
- Delete a Project

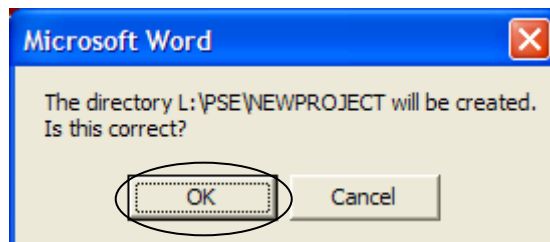
Creating a New Project

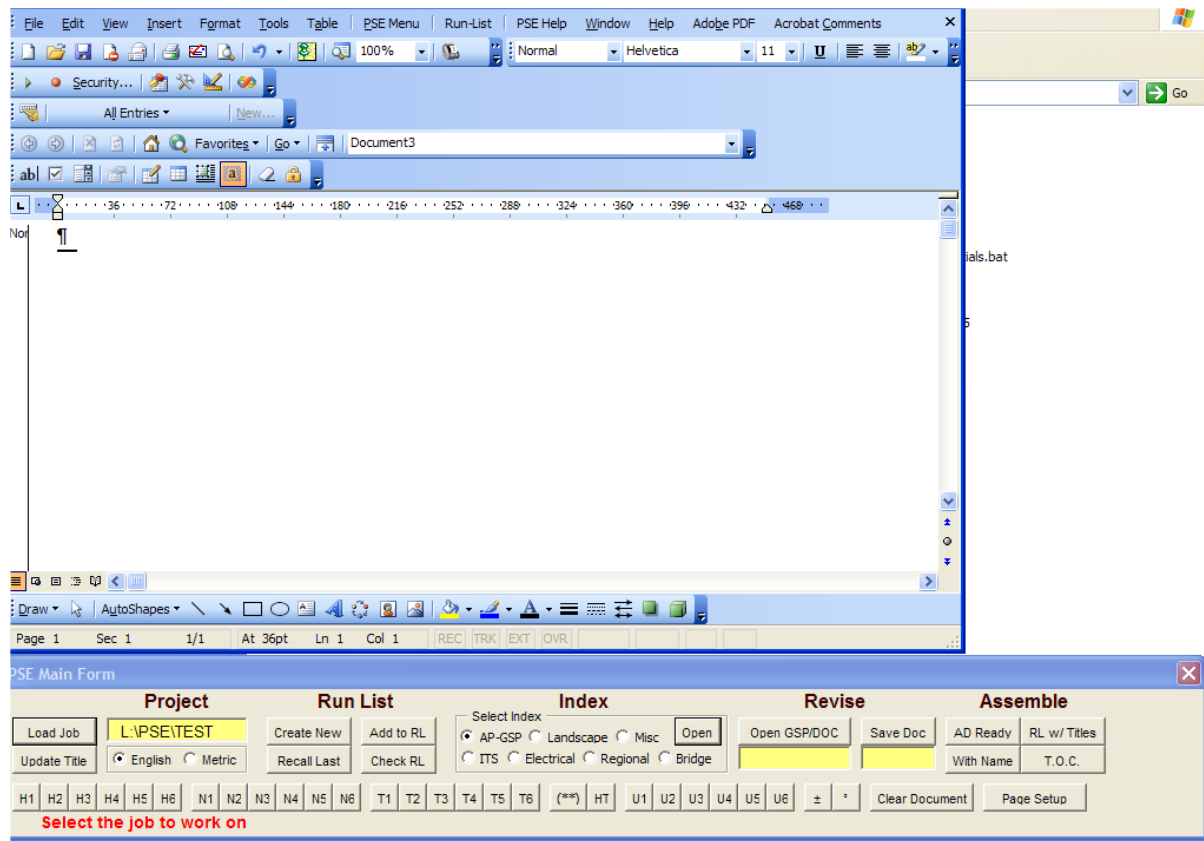
When you launch the program, you will be greeted by the main user form. In this form you need to provide the project information. The information you provide will be included in the footer of the assembled contract. You need to provide a Project Name, Indicate whether it is a plan review or Design Project, and if it's English or Metric. After providing this information you will select "New Project".



The image shows a Windows-style dialog box titled "PS&E Project Selection". On the left, there is a logo for the Washington State Department of Transportation and the text "Project Development Branch" and "Headquarters Engineering & Environmental". The main area contains form fields for "Project Name:", "Title:", "Office:", and "Units:". The "Office:" field has radio buttons for "Plan Review" and "Design", with "Design" selected. The "Units:" field has radio buttons for "English" and "Metric", with "English" selected. At the bottom, there are four buttons: "Open Project", "New Project" (which is circled), "Delete Project", and "Close". The version "Version 3.0: September 2005" is displayed in the bottom left corner.

The program will give you a message confirming your choice and you can simply say "OK" or "Cancel". After selecting "OK", you will enter into a normal Word Window. However, it is enhanced with a user form at the bottom of your screen and a few custom toolbar options.



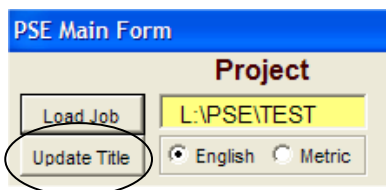


DO NOT RESIZE YOUR SCREEN.

The program adjusts the windows automatically and if you resize them, it could possibly affect the performance. Now you have taken the first step in creating a new project. The computer program automatically created a file in your drive titled the project name. It will save all of the project specific files within this directory. The path to this directory is listed in the user form, in a yellow box underneath the heading "Project". All of the buttons in the form serve a purpose. Later in this manual, you will discover these purposes.

Updating a Project Title

If you need to update a Project title, you can do so from within the program. Simply select the button "Update Title".



This will load the main form that you encountered when you first started the program. Simply enter the revised text and select "Update Title". Please note that you can not change the Project Name here, you can only change the Title. Remember, this will appear in the footer of the assembled contract.

PS&E Project Selection

 **Washington State
Department of Transportation**

**Project Development
Branch**

**Headquarters
Engineering & Environmental**

PS&E Contract Provision Preparation

Project Name: TEST

Office: ☐ Plan Review ☐ Design

Title: FIRST
SECOND
THIRD LAST

Units: ☐ English ☐ Metric

Update Title

Version 3.0: September 2005

Open Project New Project Delete Project Close

Recall a Project

More often than not, you will not be able to complete a project the same day you started it. If you shut the program down, or shut off your computer, you will need to recall a project. To do this, open up the program and type in the project name and select "Open Project".

PS&E Project Selection

**Washington State
Department of Transportation**

**Project Development
Branch**

**Headquarters
Engineering & Environmental**

PS&E Contract Provision Preparation

Project Name:

Office: ☐ Plan Review ☒ Design

Title:

Units: ☒ English ☐ Metric

Version 3.0: September 2005

Open Project **New Project** **Delete Project** **Close**

Deleting a Project

If you choose to delete a project, you can do this from within the program. Simply select the button "Load Job". This will load the main form and you need to type the Project Name exactly how you typed it when you created it. Then select "Delete Project." You will see a message ensuring that you do want to delete the project. You can select OK or cancel.



The screenshot shows a Windows-style dialog box titled "PS&E Project Selection". The dialog has a blue title bar with a close button (X) in the top right corner. The main content area has a light gray background. On the left side, there is a logo for the Washington State Department of Transportation (a green stylized 'W' and 'T') followed by the text "Washington State Department of Transportation" in green. Below this, the text "Project Development Branch" is displayed in a large, bold, dark red font, and "Headquarters Engineering & Environmental" is displayed in a smaller, bold, dark red font. In the bottom left corner, the text "Version 3.0: September 2005" is shown in a small red font. On the right side, the title "PS&E Contract Provision Preparation" is displayed in a bold green font. Below the title, there are four input fields: "Project Name:" (a single-line text box), "Office:" (a radio button group with "Plan Review" and "Design", where "Design" is selected), "Title:" (a three-line text box), and "Units:" (a radio button group with "English" and "Metric", where "English" is selected). At the bottom of the dialog, there are four buttons: "Open Project", "New Project", "Delete Project" (which is circled with a black oval), and "Close".



Lab 1

In this lab, you will create a new project, modify the title, and delete the project.

1. Activate the program by opening up the shortcut
2. Enter the project name "001"
3. Enter the project title "ALEXANDER TO FACTORY ROAD"
4. Select Design and English
5. Click on "New Project" and select yes
6. After the program loads, click on "Update Title"; replace the title with "ALEXANDER ROAD", then click on "Update Title"
7. Close the program down by selecting the x in the upper right hand corner of the window in every document. If the program prompts you to save any blank document, just select no.
8. Activate the shortcut for the program and type in "001" for the project name, select Design and English, and select "Open Project".
9. Click on "Load Job", enter in the project name "001" and click on "Delete Job". When the message pops up, click OK.

Notes



Lesson 2:

Run-Lists

Objectives

By the end of this section, you will be able to:

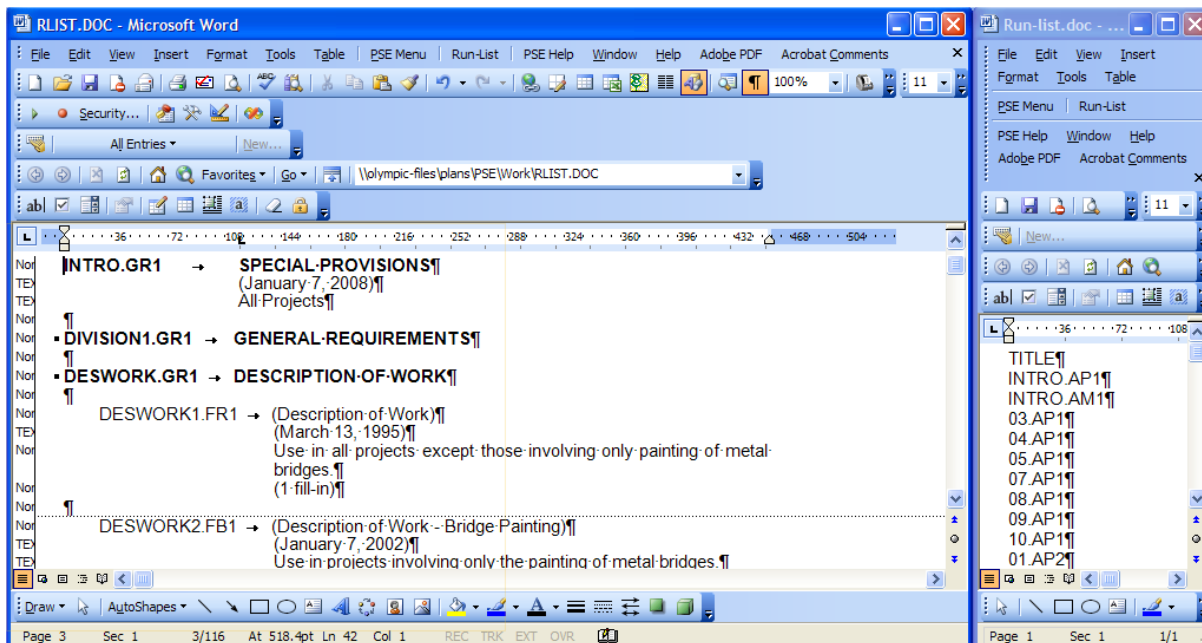
- Create a new Run-List
- Add General Special Provisions to the Run-List
- Recall the Run-List
- Access different Index's

Create a New Run-List

In the user form, there is a section titled "Run-List". There are 4 option buttons that you can use within this section. When creating a new project, after you have entered the program, the first step is to create a new run-list. To do this, select the option button "Create New".

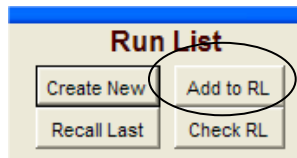


When you choose this button, the program will merge all of the State Wide Index's into one document and it will be on the left hand side of your monitor. The run-list will populate on the right hand side of your screen. The program automatically inserts all of the amendments to the Standard Specifications and will set focus at the beginning of the General Special Provisions. The program will also insert automatically the intro to the amendments at the top of the run-list and a document named "title". This is just a blank document that the program uses to create the footer in the assembled contract.



Add General Special Provisions to the Run-List

The Index's provide instructions for use to aid in the selection of GSPs that you will include in the project. The program automatically inserts the introduction to the GSPs. It inserts both Metric and English introductions so you must delete one, pending on what type of project you are working with. The Metric introduction is named INTRO.AM1 and the English introduction is named INTRO.AP1. Scroll through the Index's and put your cursor in the file name that you would like to use. Then in the user form, select "Add to RL" option button.

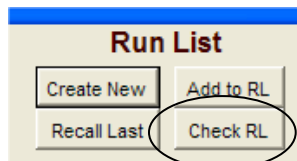


The program will copy and paste the document name in the run-list. Remember to save the run-list periodically. Treat it just like a normal word document.

Helpful Hint: The program will insert the file name where the cursor is in the run-list. The cursor should be at the bottom so you can insert the files in order. When you assemble the contract, the program will put the files in the order that they are listed in the run-list.

Check the Run-List for Errors

If there are errors in the run-list, then you can not assemble the contract. Generally, any errors that occur are because the program can not find the file you have listed in the run-list. This could be due to misspelled file names and/or incorrect file locations. To check the run-list for errors, choose the option button "Check RL".

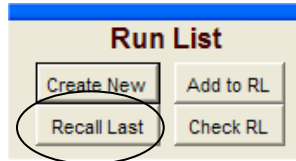


The program will scan the run-list for errors. If any are found, you will get an error report stating what documents the program can not find.

Helpful Hint: Sometimes, the run-list file names might have hyperlinks on them. You need to remove these links for the program to work correctly. To do this, highlight the file name and right click. Choose the option to remove the hyperlink.

Recall a Run-List

If you lose your run-list or close the program, you will need to recall your run-list. To do this, select the option button "Recall Last".



The program will open the last saved run-list and set the document window in the correct position (right hand side of screen.) Now you can add more documents to the run-list and change files as needed.



Lab 2

In this lab, you will create a new run-list, add GSPs to the run-list, and recall a closed run-list.

1. Activate the program by opening up the shortcut
2. Enter the project name "001"
3. Enter the project title "ALEXANDER TO FACTORY ROAD"
4. Select Design and English
5. Click on "New Project"
6. Once in the program, select "Create New" under the Run-List section of the user form.
7. Add a few GSPs from the Indexes to the run-list.
8. Save the run-list.
9. Shut down the program
10. Open up project "001"
11. Select "Recall Last" in the Run List section of the user form.

Notes



Section 3:

General Special Provisions (GSPS)

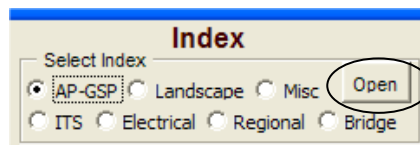
Objectives

By the end of this section, you will be able to:

- Recall an Index
- View GSPs
- Revise GSPs
- Complete Fill-In GSPs

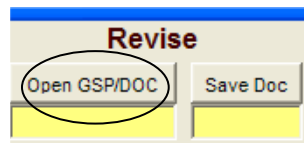
Recall an Index

You learned in the last section how to recall a run-list after you have shut down the program. To access your Index again, you will have to recall this as well. To do this, select what Index you would like to open in the Index Section of the user form. Then click on the "Open" button. AP-GSP is the WSDOT Statewide Indexes for GSPs and Amendments. The program will get the Index that you specify and position it in the left hand side of your window.



View GSPs

When you are picking the GSPs that you would like to add to your project, all you are able to see is the GSPs name and the instructions for use. If you would like to view the GSP, you simply put your cursor in the file name and in the Revise section of your user form, click on "Open GSP/DOC" above the yellow box.



The program will then open up the selected file in a new window. You can close this by hitting the black x in the upper right hand corner and you will be back viewing the Index. After you have added documents to your run-list, you can also take advantage of this feature exactly the same way as you do from the Index.

Helpful Hint: You can view any file this way, not just GSPs.

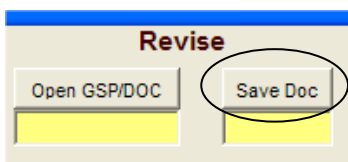
Revise GSPs

If you must revise a GSP it is no longer considered a GSP. Therefore, you must delete the date plus the paragraph mark and insert asterisks instead (using the (**)) button in the user form. Then, make your changes to the document.

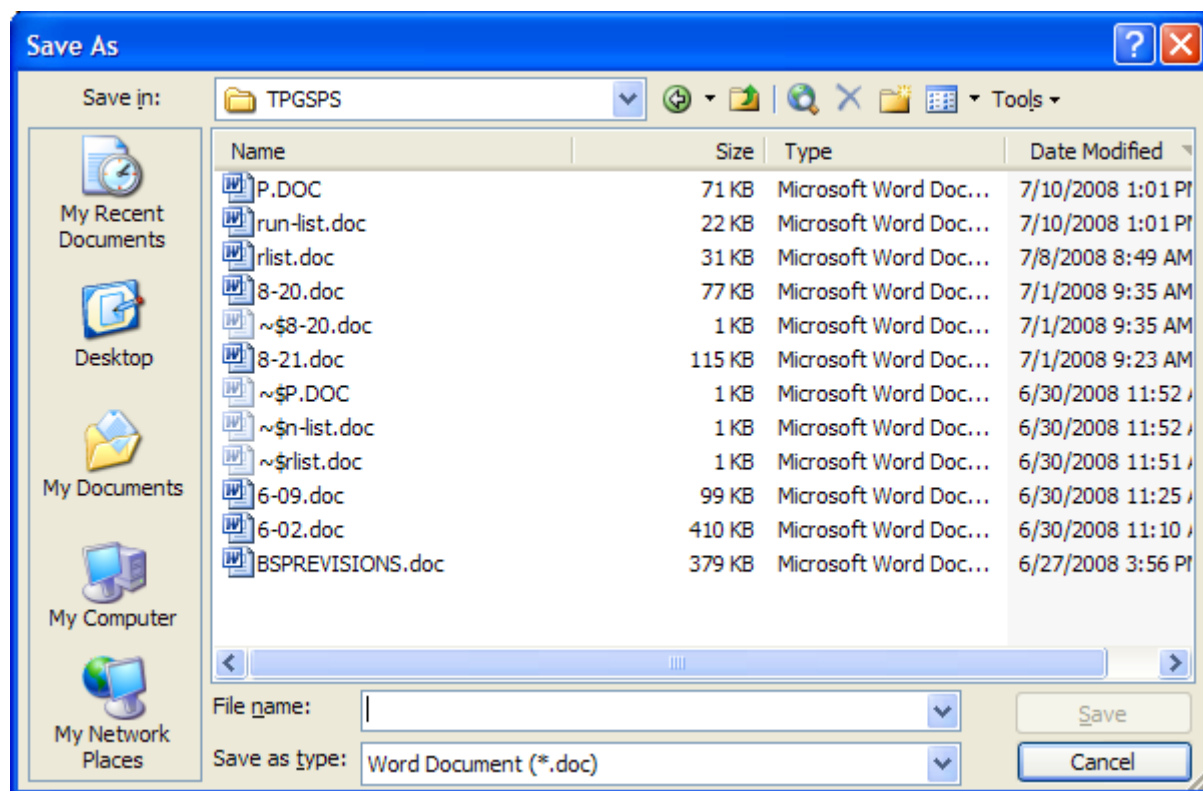
Helpful Hint: When revising fill-in GSPs you have to delete the asterisks and money symbols and replace with your text. You do not want the finished document looking like a regular fill-in GSP.

Save GSPs

You are about to learn how to save a revised GSP, keep in mind that this is the same way that you will save your project specific specials and fill-in GSPs. After you make your changes to the revised GSP, you need to save this file into the project directory because it is now a custom document. To do this, choose the "Save Doc" button above the yellow box in the Revise section of your user form.



When you click on this button, it will open up the file/open window and automatically place you in the project directory.

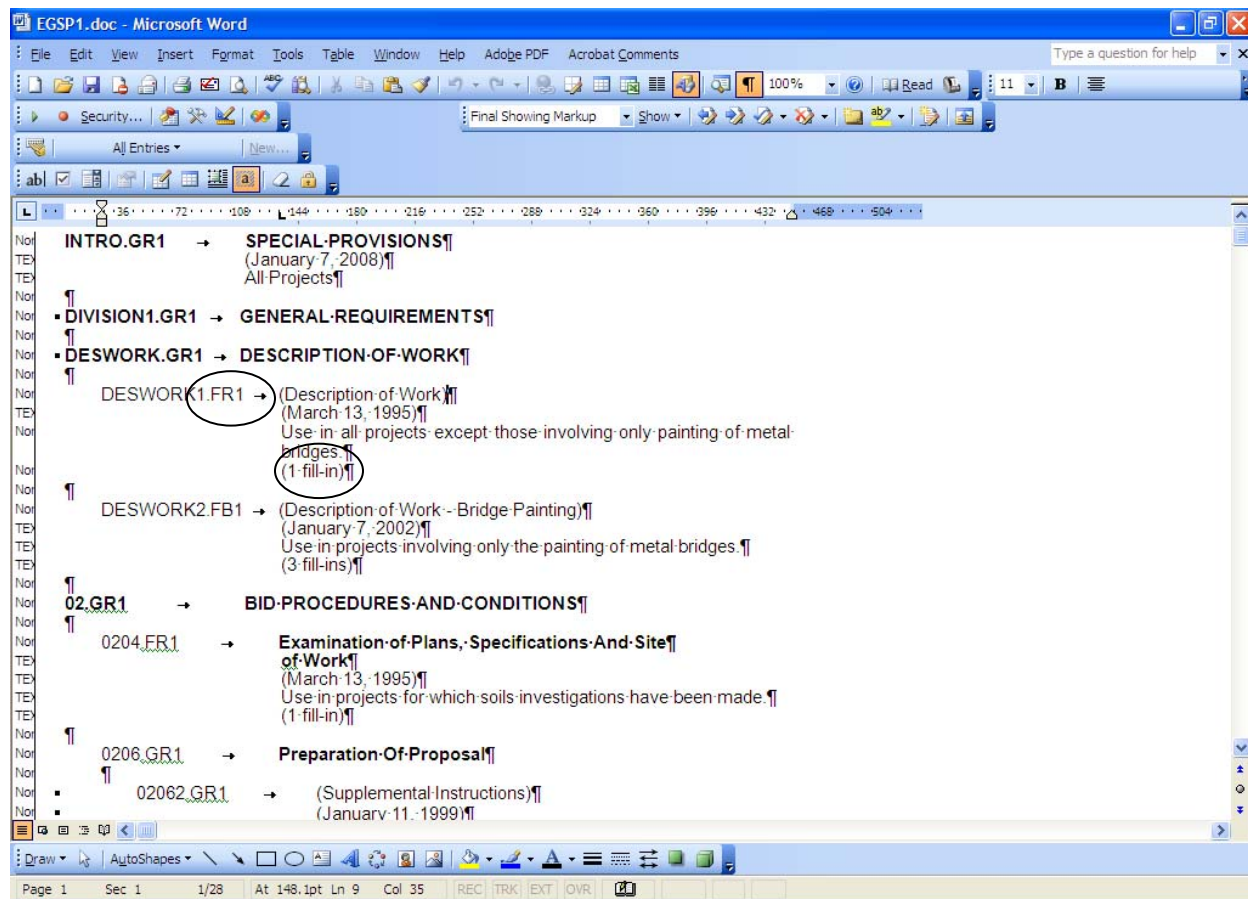


Choose a name that does not resemble a GSP or Amendment and save the document in the directory. You need to type the document name in the run-list to ensure that this document will be assembled with the project. DO NOT PUT THE FILE EXTENSION in the run-list i.e. ".doc".

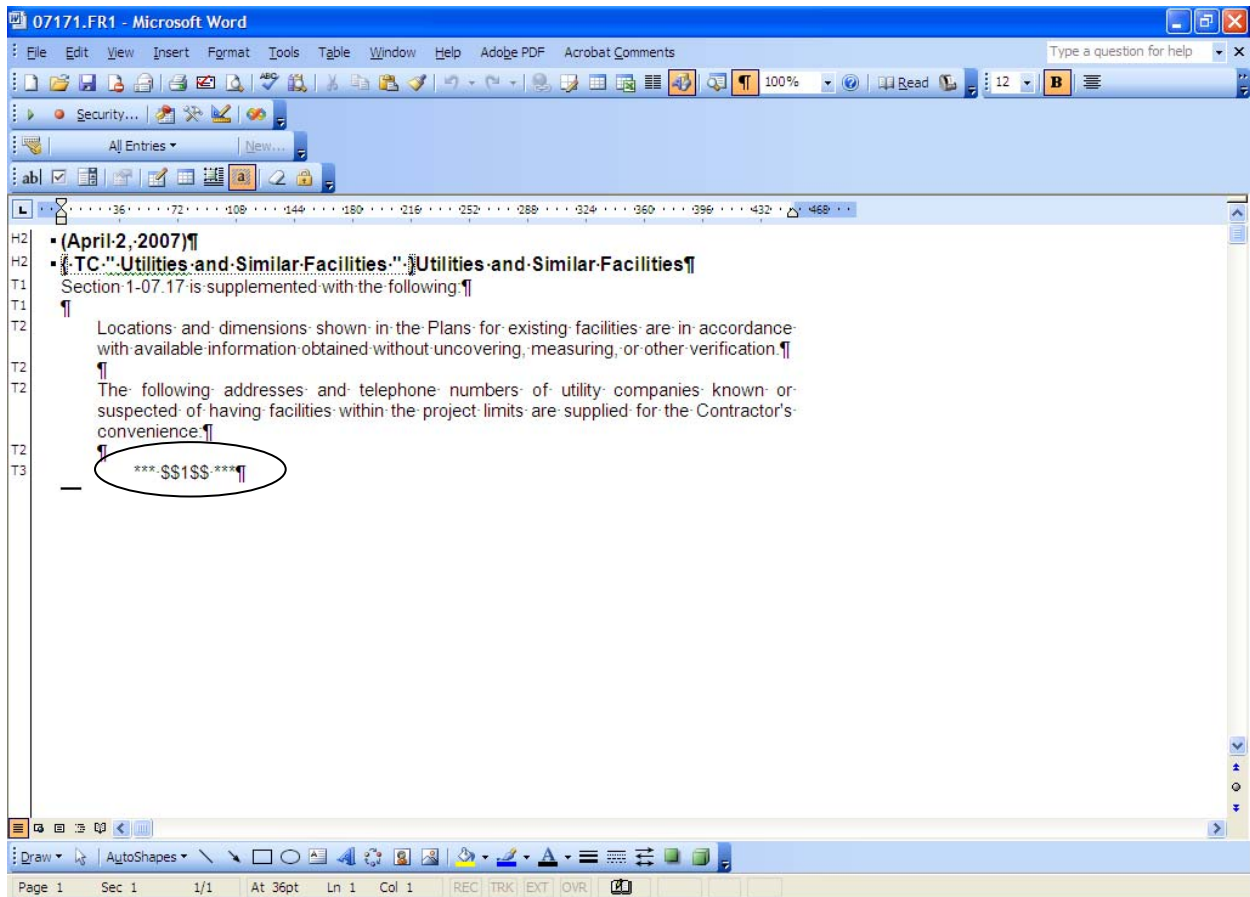
Helpful Hint: You can also manually type the name of the document in the yellow box underneath "Save Doc" in the user form. Just make sure that your focus originally is in the document you would like to save before you do this.

Complete Fill-In GSPs

Some GSPs require that you fill-in some specific information. To decipher if the GSP is a fill-in, the instructions for use will tell you how many fill-ins, if any, are in the document. Another clue is the file name extension will start with an F (English) or S (Metric).



If you select a GSP for the project that is a fill-in, then you need to open up the GSP BEFORE adding it to the run-list. Fill-In the appropriate areas, they are easily distinguished because of the asterisks and money symbols i.e. *** \$\$1\$\$ **. Select the money symbol and the number and replace with your project specific information. A fill-in could be a date or an amount of days; it just depends on the file. The number represents what fill-in you are on. If you instructions of use state that there are 3 fill ins, then you will see *** \$\$1\$\$ **, *** \$\$2\$\$ **, and *** \$\$3\$\$ ** throughout the document.



After you have filled in the required portions, then you need to save the document. Again, select the "Save Doc" button under the Revise Section in the user form, type in the document name, and click Save. There is a naming convention to follow for naming fill-ins. The standardization of this helps the reviewers determine what original document was used to create the custom document. To name a fill in, just add an "F" to the beginning of the original name and drop the extension. For example, 0103.FR1 will be renamed to "F0103". After you name the fill-in, add it to the run-list by manually typing in the document name. Make sure you are in the correct location of the run-list that you would like the document to be assembled.



Lab 3

In this lab, you will recall the Statewide Index's, open and revise GSPs, complete fill-in GSPs, and add them to the run-list.

1. Select "AP-GSP" in the Index Section of the user form
2. Click on the "Open" button next in the same section.
3. Select the GSP titled "INTRO.GR1"
4. Click on the "Open GSP/DOC" button in the Revise Section of the user form.
5. Close this GSP using the small black X located in the upper right hand corner of the left hand window.
6. Select and open the GSP titled "02063.FR1"
7. Delete the last heading and two paragraphs below it.
8. Go to the top of the document and delete the date and carriage return and replace with asterisks. Go through the document and complete the fill-in sections but remember to delete the asterisks in addition to the money symbols and number. For this exercise, type what you choose for the fill-ins.
9. Save this document with the name "ALTERNATIVE BIDS"
10. Type this document name to the end of the run-list (remember not to put the file extension).
11. Save the run-list.
12. Open up GSP "03021.FR1". Complete the fill-in areas and save the document with the name "F03021". Add this GSP to the run-list and save the run-list.

Notes



Section 4:

Creating Project Specific Specials

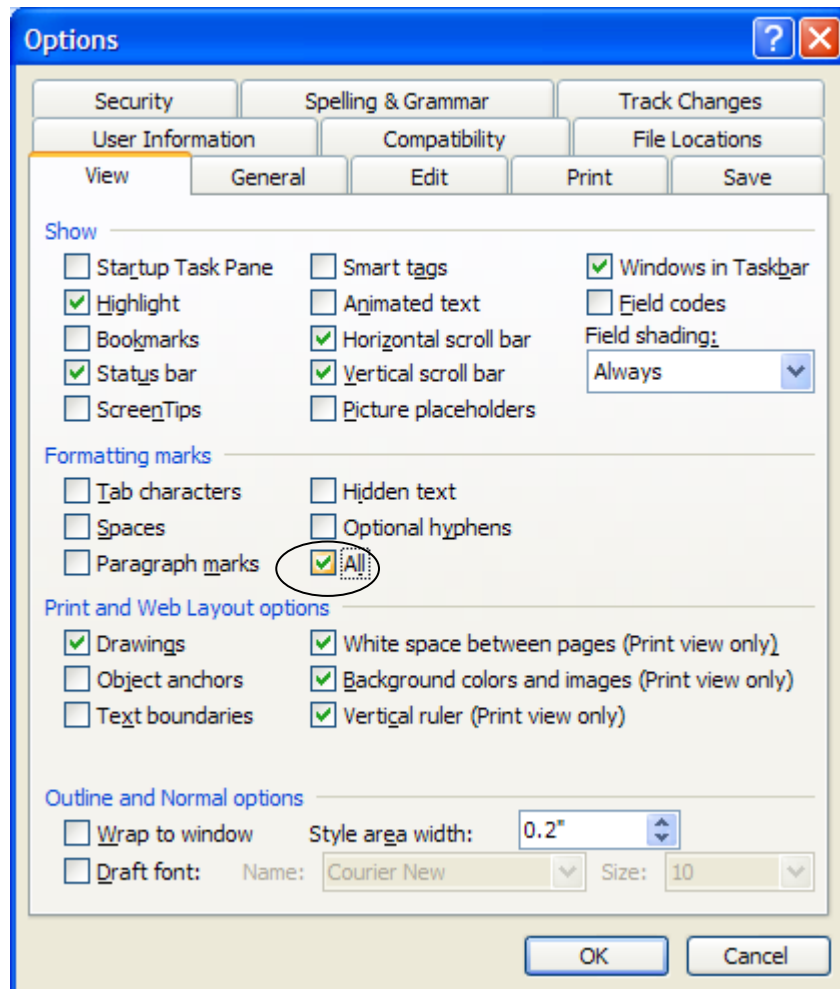
Objectives

By the end of this section, you will be able to:

- Create and save a project specific special
- Locate the project specific special in the directory
- Delete the project specific special

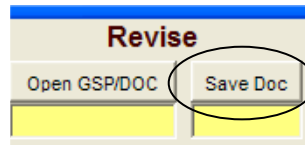
Create a project specific special

To create a new special, choose file-->new-->blank document. You now are able to type in the project specific text. It is helpful to view your formatting marks. To turn these on, select tools-->options-->view, and underneath "Formatting marks" select "All".



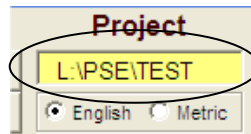
Save a project specific special

To save this special, select "Save Doc" in the Revise section of the user form. This is the same way that you save fill-in GSPs. When you select this button, the program automatically saves the file in the project directory.



Locating and deleting your special

To locate the job directory where the project specific specials reside, write down the path in the yellow box underneath the Project area in the user form.



Now, right click on "Start", choose "explore", then locate the drive that is first in the path, then go to the folders listed in the path and you will find the job directory. Inside this directory you will find the job specific special. From here you can delete files if you choose.

Helpful Hint: You can also delete the entire directory by locating the folder in windows explorer the same way you delete the individual special.



Lab 4

In this lab, you will create a new project specific special, save the special in your job directory, and locate the file using project explorer to delete it.

1. Choose File-->New-->Blank Document
2. In the Revise section of the user form, select "Save Doc"
3. Name the special "NewDocument" and select Save
4. Write down the project directory path (located in the yellow box beneath the Project section of the user form).
5. Close the document "NewDocument".
5. Right click on Start, choose explore, and navigate to your folder following the path.
6. Open the project directory and delete the file named "NewDocument."

Notes



Section 5:

Formatting

Objectives

By the end of this section, you will be able to:

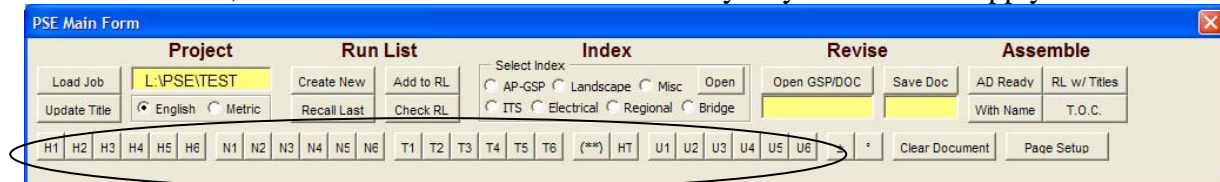
- Apply the correct margins and line numbers to the project specific special
- Apply different styles to the text
- Obtain a general idea on how to format specials using WSDOT's standards.
- Format tables and set tabs
- Include headings to use in the Table of Contents

Page Setup

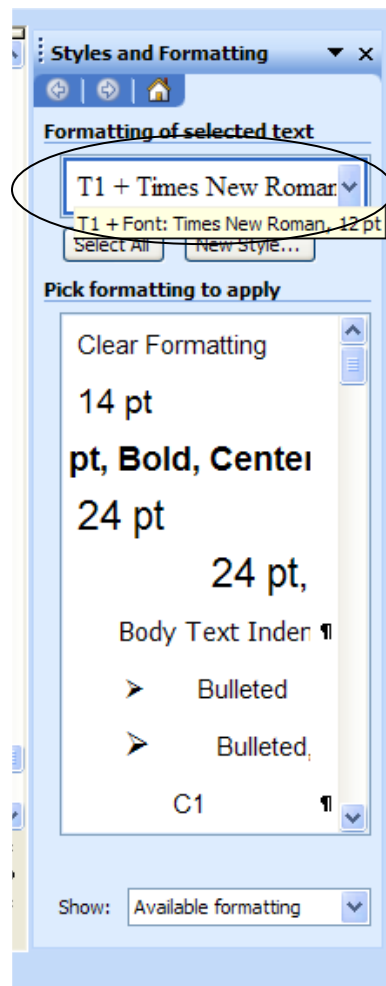
To set the correct margins and apply line numbers to the document, just select the button "Page Setup". This automatically sets the margins and line numbers.

Style Buttons

In the user form, the bottom row of buttons contains styles you can use to apply to the text.



Because there are only buttons up to the sixth level, you can access more styles by hitting Ctrl+Shift+S.



You can manually type what style you would like in the box.

Or, you can search through the list and pick formatting to apply

As a general rule:

H1-H9, are used for **Headings**.

N1-N9, are used for **Numbers**.

T1-T9, are used for **Text**.

U1-U9, are used for **Tables**.

S1-S9, are used for **Short Words**.

L1-L9, are used for **Long Words**.

C1-C2, are used for **Centered Text**.

The larger the number after the style, the more indented the text will be from the left margin.

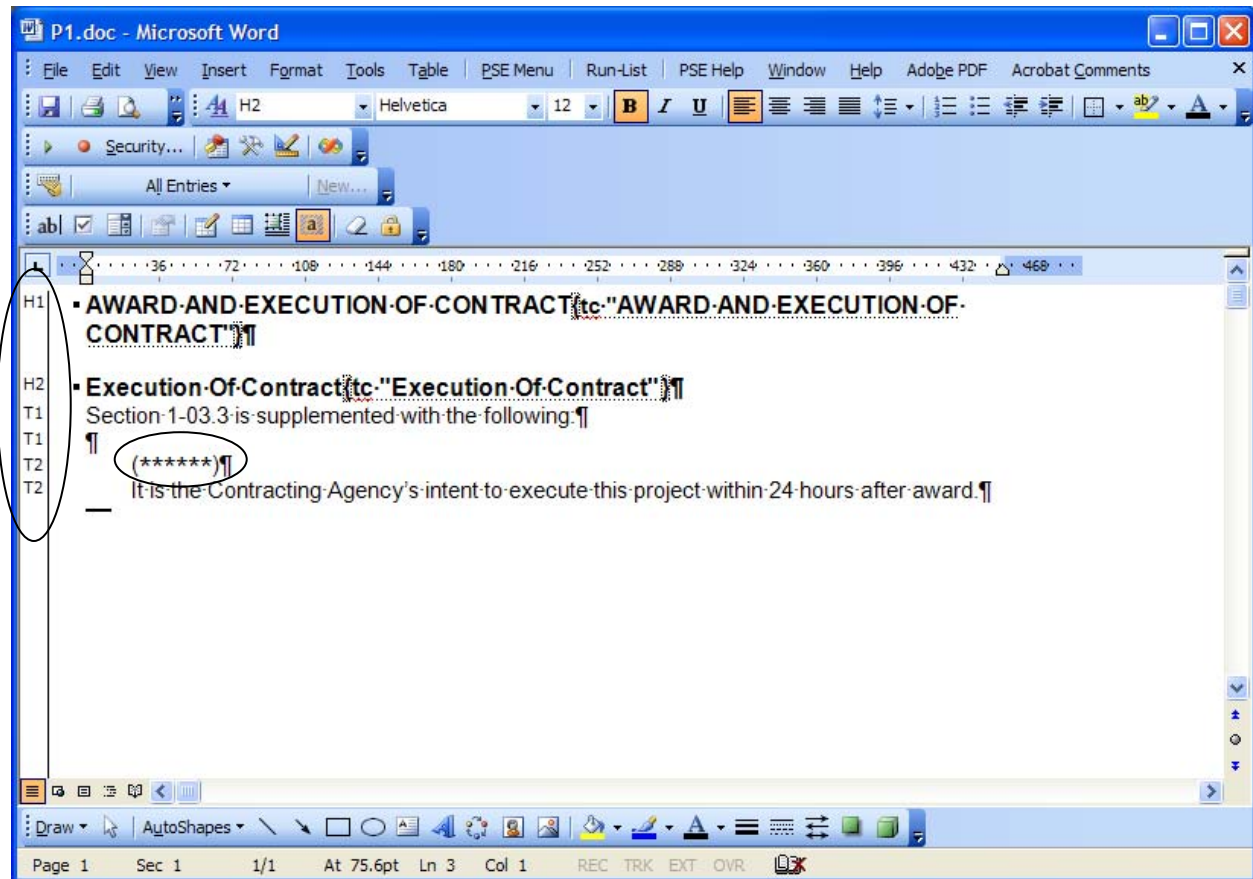
To apply a style to the text, just insert the cursor in the text and select a button from the user form. The program will apply the style to the entire paragraph. To apply the same style to more than one paragraph, drag your cursor down the consecutive paragraphs and apply the style.

Helpful Hint: After you select a button from the user form, you must reset focus back onto your document.

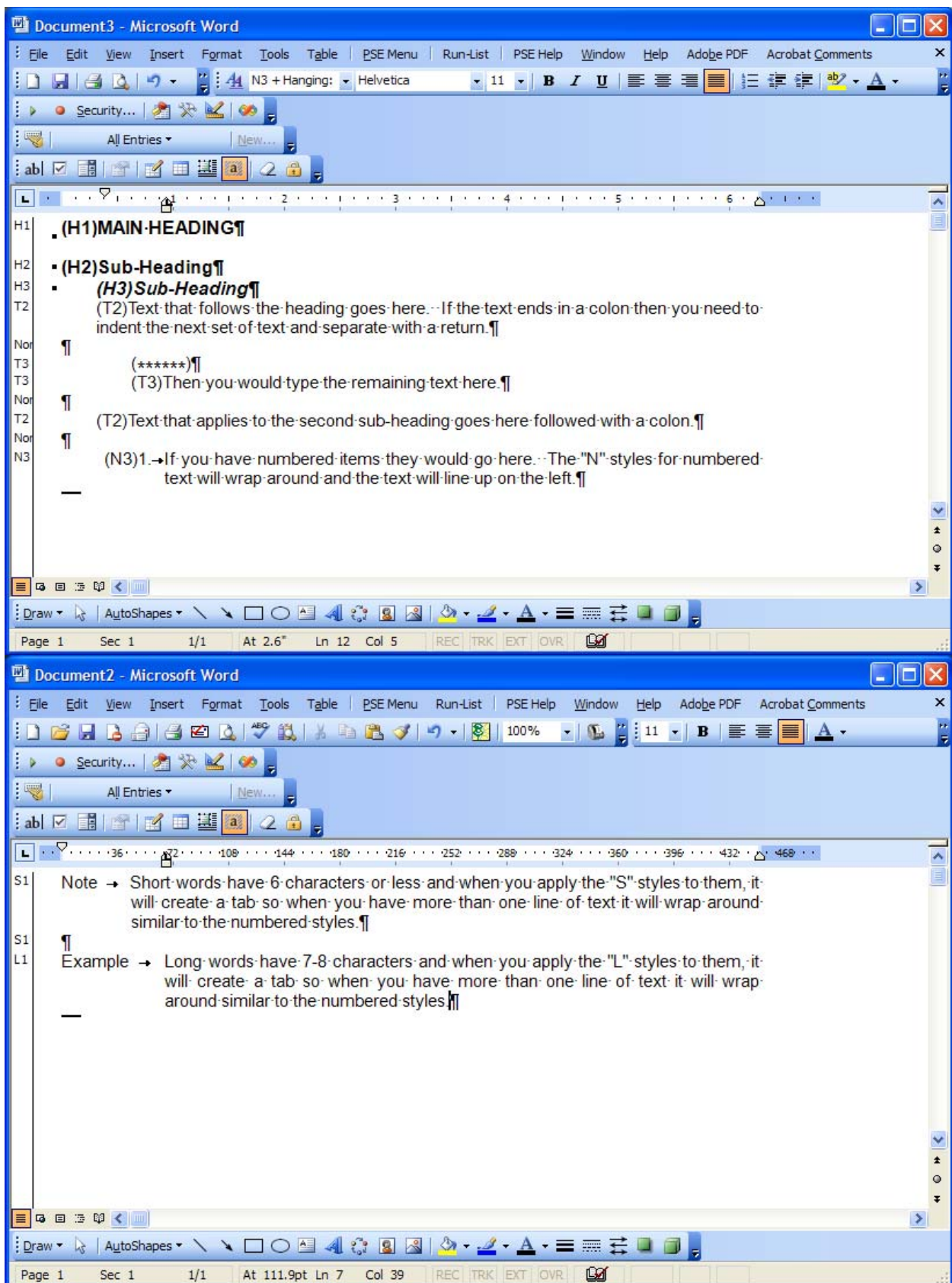
How to Format

When creating a job specific special, the first thing that you must do is create a new document. Hit "Page Setup" on your user form to set the margins and apply line numbers to the document. Now you can start typing the content of the special. Generally, you start with a heading and then type text below that you want included in the Contract Provision. After typing your special you will apply styles to the text. Headings need "H" styles applied to them. The normal text will have "T" styles applied to them. Numbers will have "N" styles applied to them. These are the most common types of styles that you will use.





You first need to figure out what in the Spec Book you are going to be revising, deleting, or supplementing. After you find the section you need to type all of the headings up until the main heading and then write your supplemental text. After your supplemental text you write your job specific special starting off with asterisks to alert the Contractor that it is a job specific special.



Below are examples of a new document with styles applied to it. On the left hand side of the text, in parenthesis, are the styles applied to the text. Also, on the far left hand side of the document, you can view the styles you applied to the text. To access this view from the program, go to "View" and select "Normal". You can resize the line that separates the style view from the document by positioning your cursor over the line and dragging it to the left or right.

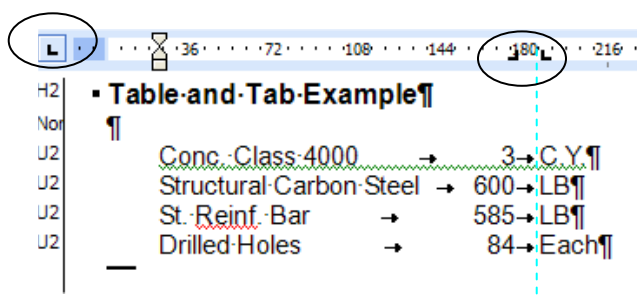


Tables

Generally, all tables should have "U" styles applied to them. Use one tab instead of spaces to separate columns in tables. Set the tabs by selecting from the tab options at the far left of the horizontal ruler. Click the tab until it changes to the type of tab you want. Most likely, you will use Left Tab  Right Tab , Center Tab , or Decimal Tab .

After you have selected what type of tab you want, click on the ruler where you want the tab stop. If you hold down the mouse button it will display a dotted line down your screen indicating where the text will line up. You can also remove tabs by clicking on the tab and dragging them off of the ruler. To set multiple tabs at once, for example if you have multiple lines of text and you want the tab to be the same all the way down, highlight all of the text and set the tabs.

Example using Right and Left Tabs



Example Using Center Tabs

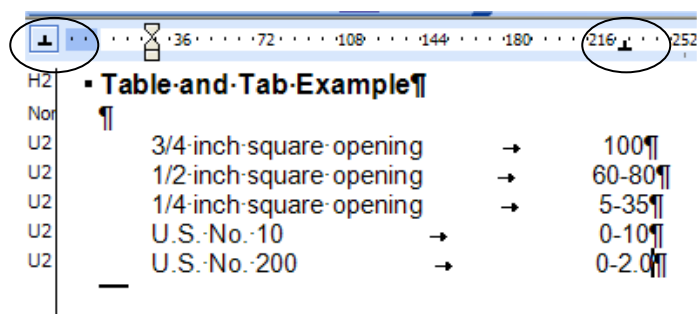


Table of Contents

You have to code headings throughout your specials that you would like to be included in the table of contents. To do this, set focus in the heading and select "HT" in your user form. The program will then insert hidden text of the heading on your document. This text will not print; it will just be used to create the table of contents.



Lab 5

In this lab, you will set up a new document with the correct margins and line numbers, apply different styles of text, format a table and set tabs, apply hidden text to headings so they are included in the table of contents.

1. Choose File-->New-->Blank Document
2. Select "Page Setup" from the user form.
3. Type the following:

AWARD AND EXECUTION OF CONTRACT
Execution of Contract
Section 1-03.3 is supplemented with the following:

It is the Contracting Agency's intent to execute this project within 24 hours after award.

4. Apply a H1 style to the first sentence (this is the main heading for Section 1-03 in the Spec Book). Apply a H2 style to the next sentence (this is the heading for Section 1-03.3 in the Spec Book). Apply a T1 style to the next sentence. Apply a T2 style to the last sentence. Insert asterisks above the last sentence. Insert hidden text to the Main Heading.
5. Save the document with the name "ExecuteTimeFrame".
6. Add the document to the end of your run-list and save your run-list.
7. Create a new document
8. Type the following (remember to separate text with one tab):

3/4 inch square opening	100
1/2 inch square opening	60-80
1/4 inch square opening	5-35
U.S. No. 10	0-10
U.S. No. 200	0-2.0
9. Highlight all of the text and apply a U3 style to it. Select a center tab and place on the ruler at number 3.
10. Close file without saving.

Notes



Section 6:

Assembling Contract Provisions

Objectives

By the end of this section, you will be able to:

- Assemble contract provisions for review.
- Assemble contract provisions for AD.
- Create a table of contents.
- Create a run-list with titles.

Assemble for Review

When you assemble the contract provisions, the program uses the run-list to merge all of the documents together in the order that they are in. The program saves this complete set of contract provisions in your job directory titled P.doc. To assemble the contract provisions you select an option underneath the Assemble portion of your user form. To assemble the contract provisions for review select the "With Name" option. When you assemble with names, the program inputs all of the document names with each document so you can decipher what file needs to be edited or corrected. It also inserts the date you assembled in the footer.

Assemble	
AD Ready	RL w/ Titles
With Name	T.O.C.

Assemble for Ad

To assemble the contract provisions for Ad, select the "AD Ready" option. When you assemble Ad Ready, the program does not insert the file names and it does not put the date in the footer. This is the copy that you want to create when you print the job for Ad.

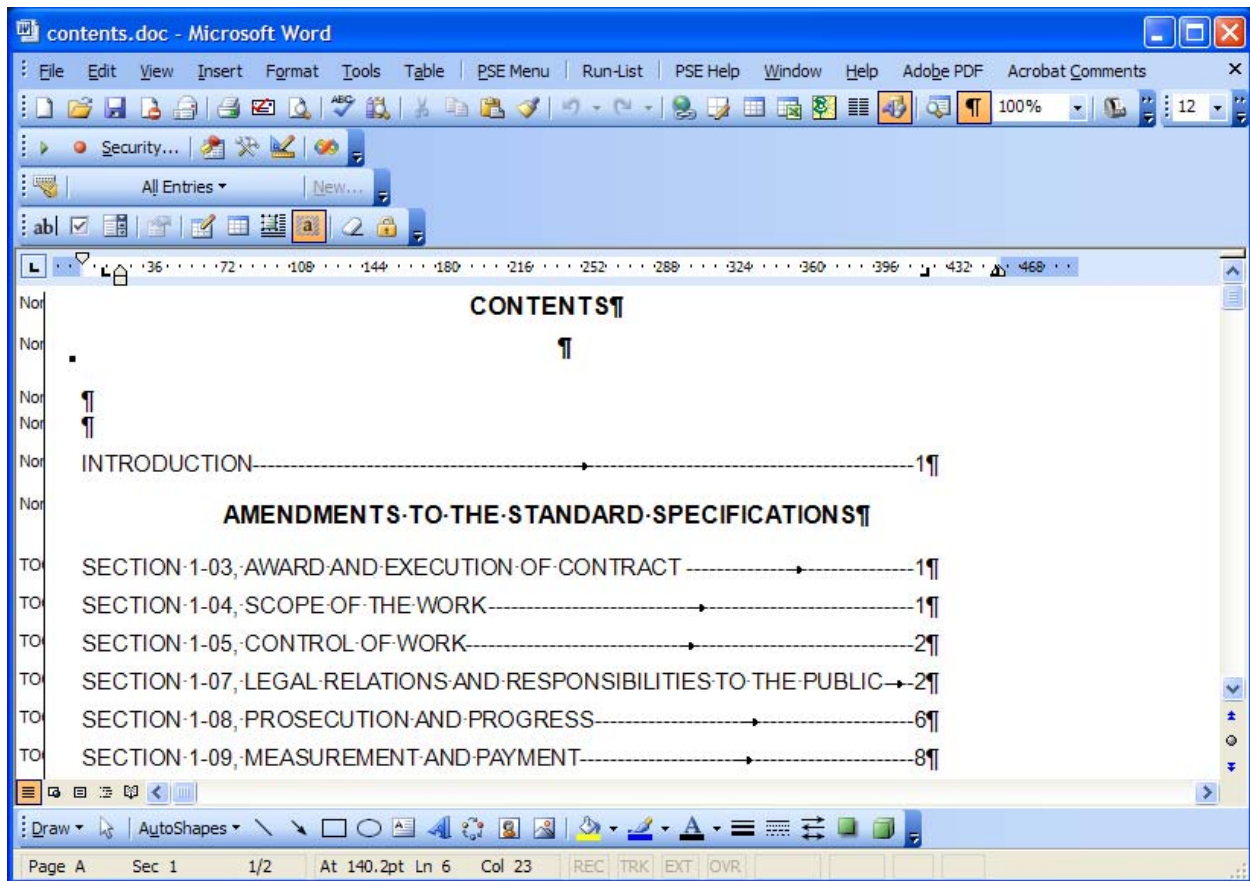
Assemble	
AD Ready	RL w/ Titles
With Name	T.O.C.

Create a table of contents

When you create the table of contents, the program uses the hidden text in the headings within the assembled p.doc. After you have created the p.doc you can create the table of contents. You must close every document but one blank document. You must select your printer first before you create the table of contents. After you do this, then you just simply select the "T.O.C." option in the Assemble area of your user form.

Assemble	
AD Ready	RL w/ Titles
With Name	T.O.C.

The program will create the table of contents, format, and save it in your file directory named contents.doc. Below is an example of the table of contents.



The screenshot shows a Microsoft Word window titled 'contents.doc - Microsoft Word'. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, PSE Menu, Run-List, PSE Help, Window, Help, Adobe PDF, and Acrobat Comments. The toolbar contains various icons for file operations, editing, and formatting. The document content is as follows:

CONTENTS

1

INTRODUCTION-----1

AMENDMENTS TO THE STANDARD SPECIFICATIONS

SECTION 1-03, AWARD AND EXECUTION OF CONTRACT-----1

SECTION 1-04, SCOPE OF THE WORK-----1

SECTION 1-05, CONTROL OF WORK-----2

SECTION 1-07, LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC-----2

SECTION 1-08, PROSECUTION AND PROGRESS-----6

SECTION 1-09, MEASUREMENT AND PAYMENT-----8

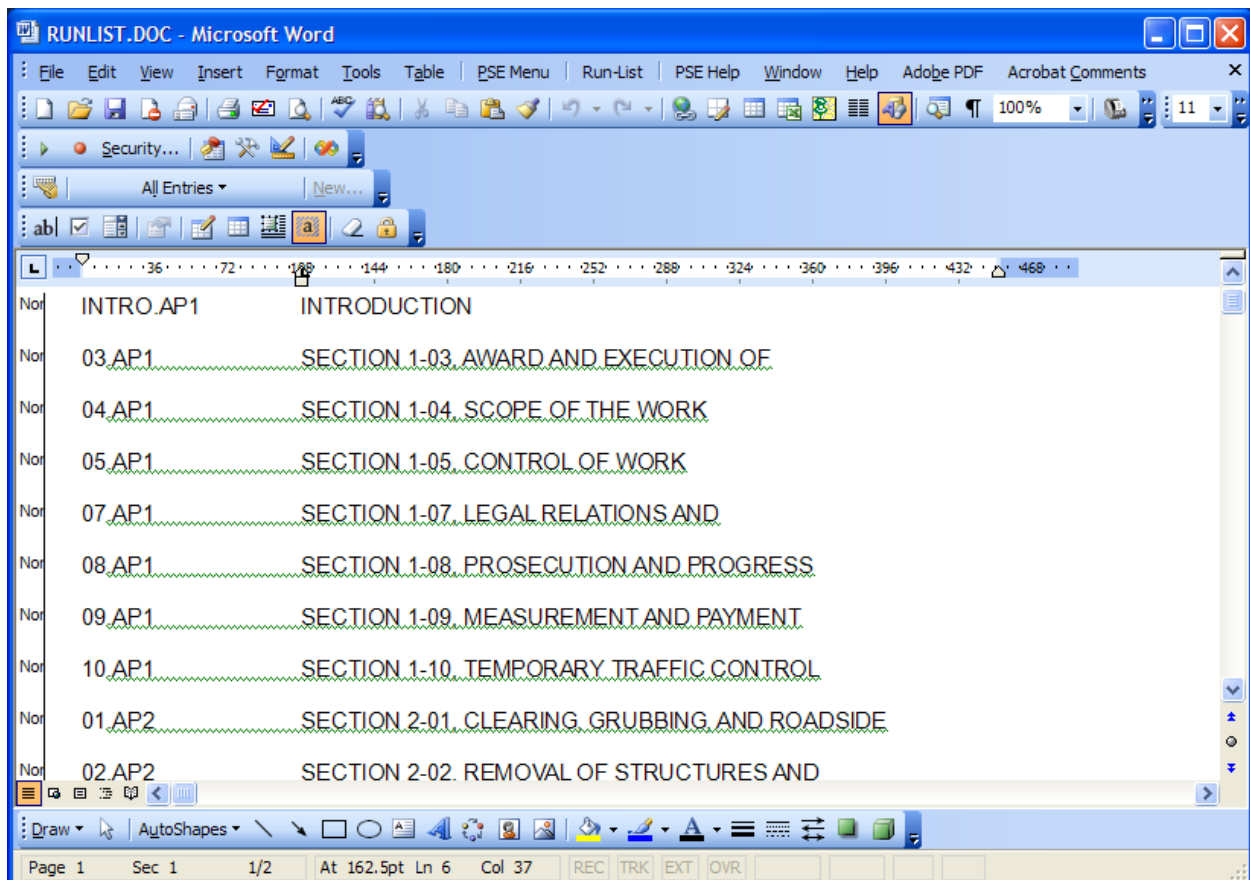
The status bar at the bottom indicates 'Page A', 'Sec 1', '1/2', 'At 140.2pt Ln 6 Col 23', and a set of tabs labeled REC, TRK, EXT, and OVR.

Create a run-list with titles

The run-list with titles can be used by the reviewer to relate the file name with the document itself. To create this file, select "RL w/Titles" under the Assemble area of the user form.

Assemble	
AD Ready	RL w/ Titles
With Name	T.O.C.

When you create this the program creates a document listing all of the file names and the first line of text in the document. It will insert the name, date, and time made in the footer and save it as runlist.doc in your job directory. This is different then the actual run-list because it lists the first line of text in each document with the file names. Also, the name the program gives it is "runlist" and the regular run-list that is used to assemble the contract provisions is named "runlist". Below is an example of a runlist with titles.





Lab 6

In this lab, you will assemble your run-list for review, Ad, and create a table of contents. You will also create a run-list with titles.

1. Select "With Name" in the Assemble section of the user form.
2. When the program is finished assembling, select "AD Ready" from the user form.
3. Locate the P.Doc in your file directory. This is what you will print for AD.
4. Close out all files but one. Select your printer and select "T.O.C." from the Assemble section of the user form. Close the file that the program just created.
5. Locate the Contents.Doc in your file directory. This is what you will print for your table of contents.
6. Select "RL w/Titles" from the user form to create your run-list with titles. Scroll through this document and notice that it inserts the first line of text to the right of the document name.
7. Close this file.

Notes



Section 7:

Custom Tool Bar

Options, Styles, and

Additional User Form

Buttons

Objectives

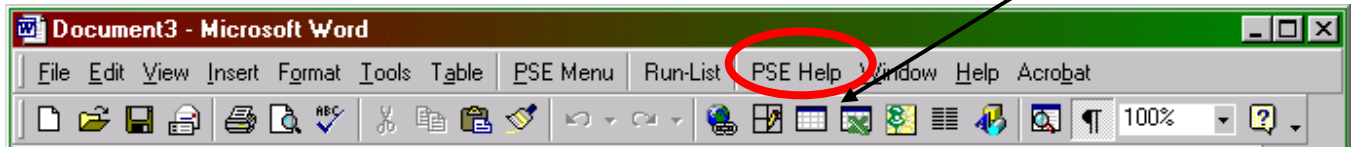
By the end of this section, you will be able to:

- Access and understand the custom toolbar options.
- Understand all of the custom styles used for Contract Provisions.
- Understand additional user form buttons.

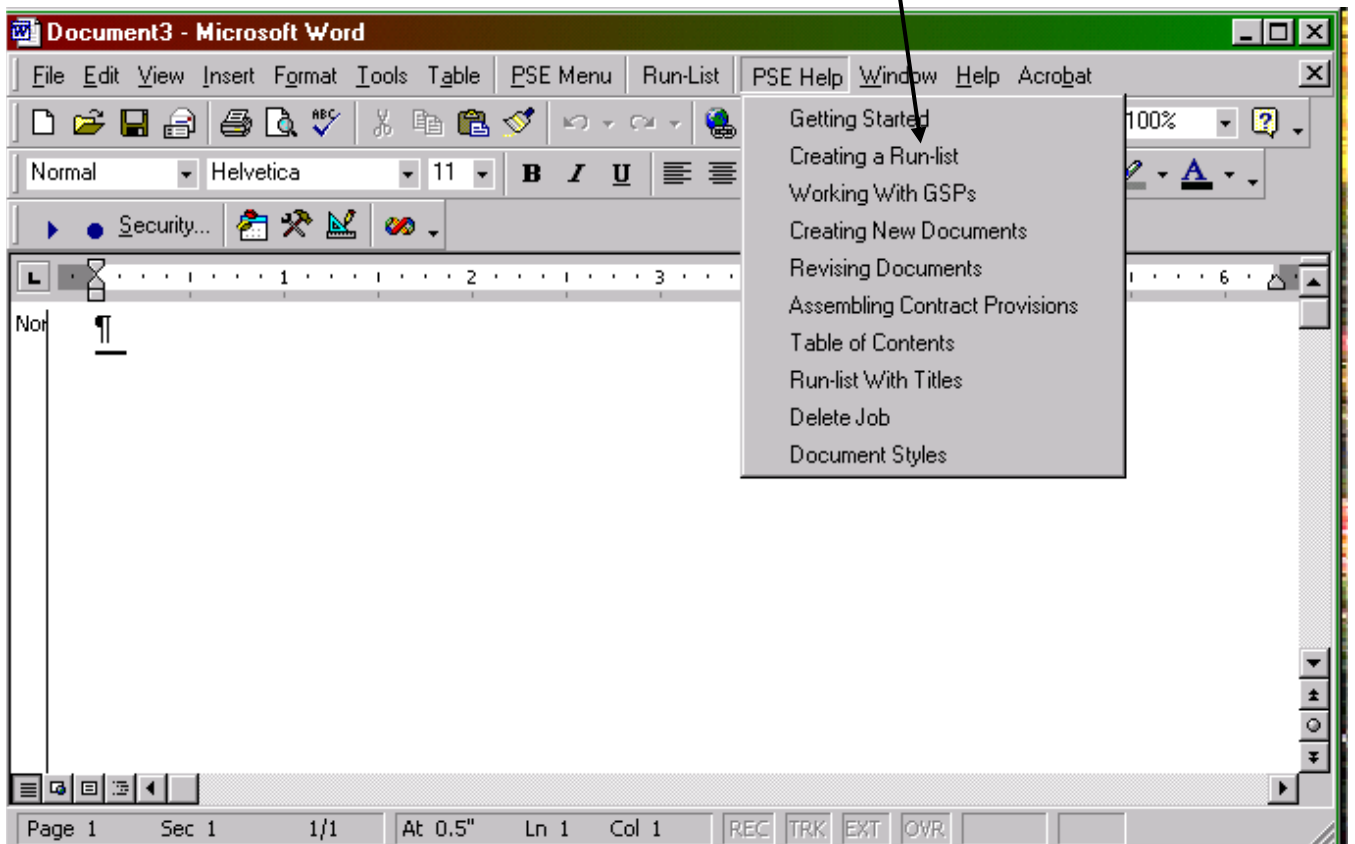
Custom Tool Bar Options

PS&E Help

The help documents for creating special provisions can be accessed by clicking on **PSE Help** in the menu at the top of the window.

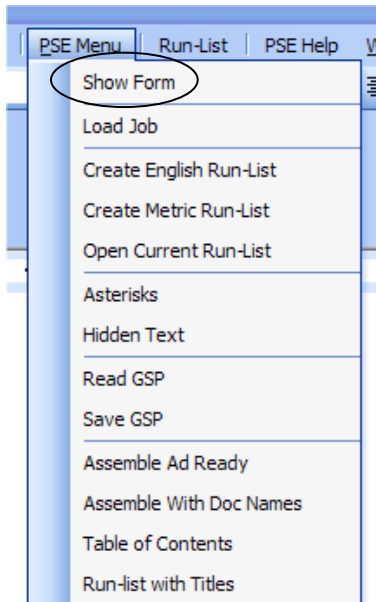


Once you click on PSE Help you will get the menu shown below. Just click on the item you want to learn about and the document will open.



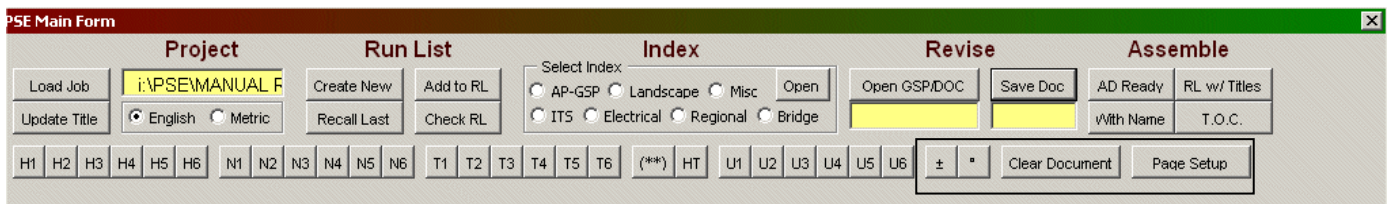
PSE Menu

If you lose your user form at the bottom of your screen, Select the PSE Menu option in your toolbar and choose "Show Form". The additional options listed in this menu are the same as your user form. You can access them through the menu if you choose.



Additional User Form Buttons

There are a few miscellaneous items that are helpful in preparing Contract Provisions. They are the plus/minus, degree and Clear Document buttons located in the Style section of the menu.



"Page Setup" is used when you are creating a new document or revising a new document to make sure it has the correct margins and page numbers.

"Clear Document" is used anytime to refresh your window. It clears the current document and replaces with a new blank document. Use to clear the P.Doc before making your Table of Contents.

"±" is used to insert a plus/minus symbol into your document.

"°" is used to insert a degree symbol into your document.

Styles

Styles provide an easy way to automate formatting. Each style contains different formatting instructions and can ensure that all of the documents have the same format. Instead of applying each formatting command individually, you can apply them to each paragraph by attaching a style.

Listed below are the different styles for Contract Provisions and an explanation of how to use them. Some are available under the Style section of the menu. The rest are available in the Style section in the upper Word menu or you can use the ALT key to apply them, i.e. ALT H1.

Heading Styles

The headings styles are in two font sizes. Headings 1 through 3 are font size 12 and Headings 4 through 8 are font size 11.

H1 Main Heading style. Full margin, bold and all in caps. This style automatically puts the blank line after the heading and “keeps” to ensure the heading is always with the text.

H2 Second Heading. Full margin and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H3 Third Heading. One indent with bold italics. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H4 Fourth Heading. Two indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H5 Fifth Heading. Three indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H6 Sixth Heading. Four indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H7 Seventh Heading. Five indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H8 Eighth Heading. Six indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H9 Ninth Heading. Seven indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

TEXT STYLES JUSTIFIED

You use the justified text styles for normal text. Font size is 11.

T1 Paragraph Standard. The system automatically defaults to this style. Full margin justified text.

T2 Justified text indented one.

T3 Justified text indented two.

T4 Justified text indented three.

T5 Justified text indented four.

T6 Justified text indented five.

T7 Justified text indented six.

T8 Justified text indented seven.

T9 Justified text indented eight.

TEXT STYLES NOT JUSTIFIED

You can use this style when you make a table or if you do not want your text justified. Font size is 11.

U1 Full margin text not justified.

U2 Text not justified indented one.

U3 Text not justified indented two.

U4 Text not justified indented three.

U5 Text not justified indented four.

U6 Text not justified indented five.

U7 Text not justified indented six.

U8 Text not justified indented seven.

U9 Text not justified indented eight.

TEXT TABBED AFTER NUMBERS OR LETTERS JUSTIFIED

These styles are used when the text is numbered or lettered. Font size is 11. Below is an example.

1. This is an example of text that is numbered or lettered. This is an example of text that is numbered or lettered.

N1 Full margin text justified with numbers or letters.

N2 Text tabbed after numbers or letters justified indented one.

N3 Text tabbed after numbers or letters justified indented two.

N4 Text tabbed after numbers or letters justified indented three.

N5 Text tabbed after numbers or letters justified indented four.

N6 Text tabbed after numbers or letters justified indented five.

N7 Text tabbed after numbers or letters justified indented six.

N8 Text tabbed after numbers or letters justified indented seven.

N9 Text tabbed after numbers or letters justified indented eight.

TEXT TABBED AFTER SHORT WORDS JUSTIFIED

This style is like numbered text, but tabbed after short words (6 characters or less). Font size is 11. Below is an example:

NOTE: This is an example of text tabbed after short words. This is an example of text tabbed after short words.

S1 Full margin text tabbed after short words justified.

S2 Text tabbed after short words justified indented one.

S3 Text tabbed after short words justified indented two.

S4 Text tabbed after short words justified indented three.

- S5 Text tabbed after short words justified indented four.
- S6 Text tabbed after short words justified indented five.
- S7 Text tabbed after short words justified indented six.
- S8 Text tabbed after short words justified indented seven.
- S9 Text tabbed after short words justified indented eight.

TEXT TABBED AFTER LONG WORDS JUSTIFIED

This style is like the short word text except it's tabbed after long words. (8 characters or less). Font size is 11. Below is an example:

EXAMPLE: This is an example of text tabbed after long words. This is an example of text tabbed after long words.

- L1 Full margin text tabbed after long words justified.
- L2 Text tabbed after long words justified indented one.
- L3 Text tabbed after long words justified indented two.
- L4 Text tabbed after long words justified indented three.
- L5 Text tabbed after long words justified indented four.
- L6 Text tabbed after long words justified indented five.
- L7 Text tabbed after long words justified indented six.
- L8 Text tabbed after long words justified indented seven.
- L9 Text tabbed after long words justified indented eight.

CENTERED TEXT

- C1 **Centered text, font size 11.**
- C2 **Bold centered headings, font size 12.**